



PROCUREMENT POLICY

Administrative Division	Business Office
Policy Title	Procurement Policy
Administrative Office	Office of the Chief Financial Officer
Effective Date of Policy	December 15, 2022

Purpose

This institutional policy outlines who has the authority to enter into transactions and payments on behalf of Kansas Wesleyan University. It also outlines the procedures for the procurement of goods and services that meet the University's needs at the lowest possible cost consistent with the quality needed for the proper operation of the various departments. It empowers faculty, administrators, staff, and students to make prudent purchasing decisions in their areas of responsibility within budget constraints

Implementation

This policy is effective December 15, 2022.

Definition

Procurement: Procurement for the purpose of this policy means the process of purchasing goods or services in reference to the university's business spending. Business procurement requires preparation, solicitation, and payment processing, which involves work from several campus departments.

Policy

This policy addresses competitive bids, exceptions; bidding procedures; reports of purchases without bids, waivers of bid solicitation publication and delegations of purchasing authority; prior approval of vehicle and real property leases, in the manner as provided in this act and rules and regulations established thereunder:

Procedures

1. All contracts for construction and repairs, and all purchases of and contracts for supplies, materials, equipment and contractual services to be acquired for the University shall be based on competitive bids, except that competitive bids need not be required in the following instances:
 - a. For contractual services, supplies, materials, or equipment when, in the judgment of the Chief Financial Officer, no competition exists;

- b. When, in the judgment of the Chief Financial Officer, chemicals and other material or equipment for use in laboratories or experimental studies by the University are best purchased without competition, or where rates are fixed by law or ordinance;
 - c. When, in the judgment of the Chief Financial Officer, a department emergency requires immediate delivery of supplies, materials or equipment, or immediate performance of services;
 - d. When compatibility with existing contractual services, supplies, materials or equipment is the overriding consideration;
 - e. When a used item becomes available and is subject to immediate sale; or
 - f. When, in the judgment of the Chief Financial Officer and the head of the acquiring department, not seeking competitive bids is in the best interest of the University.
2. When the Chief Financial Officer approves a purchase of, or contract for, supplies, materials, equipment, or contractual services in any instance specified in this subsection, they may delegate authority to make the purchase or enter the contract under conditions and procedures prescribed by the Chief Financial Officer. Except for purchases or contracts entered into without a competitive bid under subsection (a)(3), (a)(4), (a)(6) or subsection (g), no purchase or contract entered into without a competitive bid for an amount in excess of \$100,000 shall be entered into by the head of any department or approved by the Chief Financial Officer.
3. The Chief Financial Officer shall prepare a detailed report at least once in each calendar quarter of all contracts over \$5,000 entered without competitive bids under subsection (a)(1), (2), (3), (4), (5) or (6). The Chief Financial Officer shall submit the report to the President's Council.
- a. If the amount of the purchase is estimated to exceed \$50,000, sealed bids shall be solicited. The Chief Financial Officer also shall solicit such bids by sending notices by mail to prospective bidders at least 10 business days before the date stated in the notice for the opening of the bids. All bids shall be sealed when received and shall be opened at the hour stated in the notice.
 - b. All purchases estimated to exceed approximately \$25,000 but not more than \$50,000, shall be made after receipt of sealed bids following at least three days' notice.
 - c. All purchases estimated to be more than \$5,000, but less than \$25,000, may be made after the receipt of three or more bid solicitations by telephone, telephone facsimile, website, email or sealed bid, following at least three days' notice. Any purchase that is estimated to be less than \$5,000 may be purchased under conditions and procedures prescribed by the Chief Financial Officer. Purchases made in compliance with such conditions and procedures shall be exempt from other provisions of this section.
 - d. With the approval of the Executive Vice President for Advancement and University Operations, the Chief Financial Officer may delegate authority to any department head to make purchases of less than \$25,000 under certain prescribed conditions and procedures. The Chief Financial Officer shall prepare a report at least once in each calendar quarter of all current and existing delegations of authority as provided in this subsection. The CFO shall submit the report to the President's Council.
 - e. Subject to the provisions of subsection (e), contracts and purchases shall be based on specifications approved by the Chief Financial Officer. When deemed applicable and feasible by the Chief Financial Officer, such specifications shall include either energy efficiency standards for all supplies, materials, equipment and contractual services to be purchased by the University.
 - f. The Chief Financial Officer may authorize departments to contract for services and materials with vendors who are listed as part of the Kansas State purchasing contracts without competitive bids.
 - g. The Chief Financial Officer may delegate authority to any member of the President's Council to make purchases under certain prescribed conditions and procedures when the acquisition is funded, in whole or in part, from a grant or donor funds. Purchases made in compliance with such conditions and procedures shall be exempt from other provisions of this section. As used

in this subsection the term "grant" means a disbursement made from federal or private funds, or a combination of these sources, to the University. Nothing in this subsection shall allow federal grant moneys to be handled differently from any other moneys of the University unless the requirements of the applicable federal grant specifically require such federal moneys to be handled differently.

- h. Except as otherwise specifically provided by law, no individual shall enter into any lease of real property without the prior approval of the CFO. An individual shall submit to the CFO such information relating to any proposed lease of real property as the CFO may require. The CFO shall either approve, modify and approve or reject any such proposed lease.
- i. The Chief Financial Officer shall require all bidders on contracts to disclose all substantial interests held by the bidder in the University.

Compliance

Compliance with this Policy is mandatory for any procurement work for Kansas Wesleyan University.

Any violations of this policy will be handled through the standard disciplinary procedure according to the respective university guidelines.